

Costessey Town Council

**Minutes of Staffing Committee Meeting of Costessey Town Council
held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH
on Friday 22 July 2022 at 10am**

Present: Cllrs J Amis, G Dole (Chair), G Jones, S Hannant and P O'Connor and S Kent (Town Clerk).

To accept apologies for absence

S133/22: None

To receive declarations of Interest (pecuniary, non-pecuniary & sensitive)

S134/22: None

To confirm and sign the minutes of the previous Staffing Committee meeting held on 24 June 2022

S135/22: It was **RESOLVED** to approve the minutes as a true and accurate record, they were signed by the Chair.

To confirm the date of the next Staffing Committee Meeting

S136/22: The date of the next meeting was confirmed as Friday 26 August 2022.

S137/22: It was **RESOLVED** to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing matters.

*THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE

To receive confidential updates on the previous minutes/notes (No resolutions may be passed)

S138/22: *S128/22:* The Clerk gave an update on the progress made with information requested in relation to staff personal development. The Clerk highlighted how work will continue with the actions previously agreed in the June meeting. Further details are expected at the end of August.

To receive a general update on Staffing matters & further HR information

S139/22: *S129/22:* The Clerk made the following recommendations for approval at a future meeting:

Clerk recommendations:

- The review the formal process for escalating staffing matters
- Clerk to undertake a review of lunch times/periods

S140/22: The meeting closed at 10.48am

Chair:

Date: